

Job Title: EXECUTIVE SECRETARY I, OPT 2 (UPWARD MOBILITY) (TYPING) - IPR#46635

Agency : Department of Transportation

Closing Date/Time: 06/15/2023

Salary: \$3,710 - \$5,142 Monthly

Job Type: Salaried Full Time

County: LaSalle

Number of Vacancies: 1

Plan/BU: RC014

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the **SuccessFactors employee career portal.**

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire an Executive Secretary.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement
- Employee Assistance Program and/or mental health resources

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

35%

1. Performs support functions for Bureau Chief of Administrative Services staff, including Business Services, Safety and Claims, Financial Services and Personnel.

- Keyboards a variety of materials, establishes formats and keyboards documents such as correspondence, memoranda, special provisions, charts, summary quantities, agreements with consultants, reports, legal documents.
- Organizes and prioritizes workload independently.
- Performs relief duties and is the primary backup to the switchboard.

30%

2. As Secretary to the Bureau Chief of Administrative Services, performs duties including composing and keyboarding correspondence.
 - Performs a variety of advanced word processing functions in accordance with IDOT's correspondence standards, ensures clarity and accuracy of all correspondence, proofreads and edits for content, grammar, format, and punctuation.
 - Coordinates workflow to and from the Bureau Chief of Administrative Services office verifying timely completion of functions.
 - Dates, sorts, and distributes incoming mail and processes outgoing mail.

15%

3. Consults and advises the Bureau Chief of Administrative Services on departmental methods, procedures and interpretations of departmental policies and programs.
 - From a variety of sources, gathers data, and provides recommendations to assist the Bureau Chief of Administrative Services in decision making and in the preparation of various special reports, news release and or/speeches.
 - Conducts follow-up research for the Bureau Chief of Administrative Services regarding program impact and operation and advises of any further actions that may be necessary.
 - Independently conduct various research projects as directed which requires direct knowledge of programmatic issues and policies.

(Job Responsibilities continued)

10%

4. Serves as receptionist for the Bureau Chief of Administrative Services.
 - Receives visitor and directs them appropriately .
 - Maintains favorable relations for supervisor through dealings with public sector and agency staff .
 - Answers incoming calls, screens, and transfers calls, and takes appropriate messages . Forwards calls to appropriate section personnel for resolution.
 - Maintains attendance records.

5%

5. Arranges travel and hotel reservations for Bureau Chief of Administrative Services for seminars and meetings.
 - Advises staff of policy and procedural changes.
 - Maintains correspondence/documentation files.

5%

6. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.

Knowledge, Skills, and Abilities

Minimum Qualifications

1. Requires knowledge, skill and mental development equivalent to completion of two years secretarial/business college and one year of secretarial experience or completion of high school and three years secretarial experience
 2. Ability to keyboard accurately at 55 w.p.m.
- Qualifying state employees in the employee Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this classification.

Preferred Qualifications

1. Prefer ability to perform duties with a minimum of supervision.
2. Prefer extensive knowledge of office procedures and district operations.
3. Prefer ability to deal with public, outside agencies and staff in courteous and effective manner.
4. Prefer flexibility and good judgement in managing workload.
5. Prefer confidentiality due to highly sensitive issues and information.

Conditions of Employment

1. Ensures compliance with departmental safety rules.
2. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.

Position Marketing Statement

The Illinois Department of Transportation is seeking to hire a candidate who can independently perform secretarial duties functioning within the framework of organizational policies, as well as a variety of complex clerical and technical functions for bureau staff. The ideal candidate will be able to perform duties and maintain confidentiality as this position is exposed to highly sensitive issues and privileged information.

Work Hours: 8:00 A.M. - 4:30 P.M. Monday-Friday

Work Location: 700 E Norris Dr Ottawa, IL 61350-1628

Office: Office of Highways Project Implementation/Region 2/District 3/Administrative Services

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Employee Services; Office & Administrative Support

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com